

Form 93

Application for accreditation as an assessor for high risk work classes or application for an additional class on an existing accreditation

V15.4.19

To help you in completing this form, please refer to the **Conditions of accreditation as an assessor for high risk work classes**. If you have further questions in relation to this material please call 1300 362 128.

Background

The purpose of accreditation of assessors is to provide a consistently high standard of assessment of individuals applying for high risk work (HRW) licences. This assists employers and others with duties under the Work Health and Safety Act 2011 (WHS Act) to verify the competency of workers performing HRW in order to ensure the health and safety of workers and others in the workplace.

An accreditation is current for three years from the day it is granted, unless cancelled earlier.

Section 113 of the *Work Health and Safety Regulation 2011* (WHS Regulation) provides that a person who is not an accredited assessor must not conduct an assessment or issue a notice of satisfactory assessment or in any other way conduct themselves as an accredited assessor.

Under section 43 of the WHS Act it is an offence for an unauthorised person to carry out work if the regulation requires the person carrying out the work to be authorised.

Checklist for applying for accreditation

The application process has two steps. The first requires an applicant to provide specified documentation to Workplace Health and Safety Queensland (WHSQ) for review. The second step requires the applicant to submit to testing and induction. Applicants must successfully navigate step 1 before moving on to step 2.

Your application must contain all relevant information and supporting evidence that addresses the accreditation criteria for each of the licence class/es for which you are applying.

In order for WHSQ to accept your application (step 1), this form must be completed correctly, all supporting documents must be provided, and payment of the prescribed fee must be included.

Application process – step 1

Please ensure the following are included in your application:

- 1. The *Assessor application* form (Form 93) – including part 4 (Declaration).
- 2. The *Notification of alignment with RTO* form (Form 91) – including signatures and dates in the declarations.
- 3. Evidence of your identity. Sufficient evidence includes a certified coloured copy of:
 - your current driver's licence (front and back) or
 - Adult Proof of Age card (18+ card) (front and back) or
 - a current Australian/International passport – biographical pages only, including photograph page.
- 4. A certified colour copy of your current HRW licence for the relevant HRW classes (front and back) for which accreditation is sought.
- 5. A certified colour copy of your vocational education and training qualifications (VET assessor qualification/competency or equivalent) - **new applications only**.
- 6. One passport size photograph.
- 7. Evidence of industry and operational experience:
 - (a) evidence of at least two years relevant industry experience for each class. You must attach evidence/references to support your application (note: this experience needs to be gained while authorised with the appropriate HRW licence) and
 - (b) evidence of at least 35 hours of operational experience across the range of work within the class of work in the previous two years.
- 8. One signed copy of the *Conditions of accreditation as an assessor for high risk work classes*, located on the website.
<https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-training/become-an-accredited-assessor>

- 9. Payment of the application fee. Include cheque or money order or contact details for credit card payment.
- 10. Make a copy of the completed application and forms for your records.
- 11. Submit the application – Submission details are in section 6 on page 7.

You will be advised when you are successful in step 1 and can progress to step 2.

Application process – step 2

After all required information in step 1 has been submitted and approved, you will be advised if you are eligible to proceed to step 2.

Under step 2 of the process, you will be required to:

- successfully complete the required general knowledge Work Health and Safety (WHS) online test (**new assessors only**)
- attend and successfully complete the required competency assessment specific to the licence class you are seeking accreditation for
- successfully complete an accredited assessor induction (**new assessors only**).

WHSQ will contact you via email with information regarding the testing process. Three induction and class testing sessions are held in Brisbane each year. Additional sessions in regional areas will be considered as required. WHSQ contacts accredited assessors regularly by email and provides advance notice of these sessions. If you fail to successfully complete the testing or induction sessions you will be issued with a notice of WHSQ's intention to refuse your application.

How does WHSQ decide whether to grant an accreditation?

WHSQ will consider the following in making a decision to grant an authorisation:

- Whether the applicant is qualified to conduct the assessment to which the application relates. To be qualified:
 - the applicant's competencies, skills and knowledge must be assessed in accordance with the standards for National VET Regulator (NVR), Registered Training Organisations (RTOs) and the National Skills Standards Council (NSSC);
 - the applicant must hold a current HRW licence to which the accreditation relates or other equivalent authorisation where no HRW licence is held by the applicant. Other authorisation may include an authority to perform the class of HRW in the Australian Defence Force or the mining industry.
- Whether the applicant is able to conduct the assessment competently, including complying with any conditions placed on the accreditation. In making its decision WHSQ may consider any relevant matter, including:
 - whether the applicant has been found guilty of any offence under the WHS Act or the WHS Regulation or under the WHS law of another state or territory or the Commonwealth
 - whether any equivalent accreditation held by the applicant under the WHS Act or the WHS Regulation or under the WHS law of another state or territory or the Commonwealth has been refused or cancelled or suspended
 - whether the applicant has entered into any enforceable undertaking (an alternative to court action) under the WHS Act or under the WHS law of another state or territory or the Commonwealth
 - the applicant's compliance record with respect to any matters arising under the WHS Act or the WHS Regulation or the WHS law of another state or territory or the Commonwealth. In respect to the applicant's compliance record, WHSQ will consider the following in making a decision:
 - ~ current and previous suspension, cancellation or disqualification
 - ~ a previous refusal of an accreditation by any WHS regulator
 - ~ history of compliance with any condition on the accreditation and/or any requirement to improve or modify performance and improvement and prohibition notices that have been issued.
- Whether the applicant holds a current equivalent accreditation under the WHS Act in Queensland or the WHS law of another state or territory or the Commonwealth.
- Whether the applicant is disqualified under a corresponding WHS law of another state or territory or the Commonwealth from holding an equivalent accreditation or authorisation.
- Whether the applicant, in making the application, has given information that is false or misleading or has failed to provide information that should have been provided in the application (sections 118 and 119 of the WHS Regulation).
- The results of the required testing as part of the application process.

WHSQ may ask the applicant for additional information if the application for accreditation does not contain sufficient information for a decision to be made. A request for additional information will be confirmed in writing and specify the date (28 days after the request) by which the information is to be provided (section 117 (1) and (2) of the WHS Regulation).

If the applicant does not provide the additional information by the specified date, the application is taken to have been withdrawn (section 117 (3) of the WHS Regulation).

If WHSQ decides to grant the accreditation, notification will be made to the applicant within 14 days after making the decision (section 118 (4) of the WHS Regulation).

If WHSQ does not make a decision within 120 days after receiving the application or additional information requested, the application is taken to have been refused (section 118(5) of the WHS Regulation).

1. Applicant details

- Surname, title and given names fields are mandatory.
- You must be 18 years or over to apply for accreditation as an assessor and provide evidence of your identity. Sufficient evidence includes a certified colour copy of: your current driver's licence (front and back); Adult proof of age card (18+ card) (front and back); or a current Australian/International passport (biographical pages only, including photograph page).
- You must have held your high risk work licence for at least two years for the class for which accreditation is sought (refer section 3.3).
- Your residential address cannot be a PO Box. Suburb, state and postcode are mandatory fields.
- The contact telephone number and email address fields are mandatory. A mobile number will help WHSQ to contact you if there are any queries with your application.

Are you currently an accredited assessor? (Tick one box only)

No Yes (If yes, provide your accredited assessor number)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	Surname
First name	Second name (If applicable)
Date of birth (dd/mm/yy)	

Residential address (Must be an Australian street address and not a PO Box)

Unit number	Street number	Street name	
Suburb/ locality		State	Postcode
Telephone (Including area code)		Mobile	
Email (mandatory)			

Postal address (Must be an Australian PO Box address) Tick this box if the postal address is the same as the address above.

PO Box	GPO Box	Private Bag	Locked bag number
Telephone (Including area code)		State	Postcode

2. Class/es of HRW for which accreditation is sought

Indicate classes by marking with a check (✓)

Classes of HRW for which accreditation as an assessor is required are listed in Schedule 3 of the WHS Regulation. Only people who are assessors accredited for the HRW classes listed below can conduct assessments for that license class.

LF LO CB CD WP CN CP C2 C6 C1 CO CV PB DG ES
 HP HM RB RI RA SB SI SA CT CS RS BS BA TO

3. Additional information

3.1 Current accreditation

If you hold a current equivalent accreditation under the work health and safety (WHS) law of another state or territory or the Commonwealth, enter the details in this section.

Each state or territory, or the Commonwealth WHS regulator may recognise a current accreditation issued by another state or territory or the Commonwealth (section 118 (2)(b) of the WHS Regulation).

Do you hold accreditation as an assessor for the class/es of HRW applied for under the WHS legislation of another state or territory or Commonwealth?

No (If no, proceed to section 3.2) Yes (If yes, provide details below, attach certified colour copy of relevant accreditation document and proceed to section 3.5)

Accreditation number	Approved classes	State of issue

3.2 VET Assessor qualifications

The National Skills Standards Council (NSSC) is responsible for setting the competency standards required by VET trainers who deliver training and assessment services.

A training qualification for training and assessment competencies has been endorsed by the Australian Skills Quality Authority (ASQA) under the *Conditions of accreditation as an assessor for high risk work classes*. It is the requirement for all accredited assessors to hold the appropriate and up to date qualification for delivering training and assessment.

Accredited assessors are required to hold the training and assessment credentials outlined in Attachment 2.

Please provide details of your appropriate training and assessment qualification.

(Attach a certified colour copy of your qualification document)

3.3 You must hold a current HRW licence for the accreditation you seek

If you currently hold a licence to perform HRW for a HRW class (as listed in section 2), you are required to provide details of the certificate/licence numbers/and the State it was issued in for each class. You are required to submit a certified colour copy of the relevant certificate/licence (front and back) with the completed application.

Please note that where a licence in the class of work was not previously required, you are still required to show evidence of an existing licence which covers that class of HRW. For example, no specific HRW licence class was available for reach stackers prior to 2012, however the industry and operational experience gained as an operator of a reach stacker by a licensed non-slewing crane operator, or by an operator with a similar level of training and qualification must be supplied.

Please provide details of the relevant licence for the class/es of HRW for which you seek accreditation as an assessor.

(Attach a certified colour copy of your qualification document)

3.4 Industry and operational experience

For each class of HRW for which accreditation is sought applicants should have:

1. a minimum of two years industry experience that can be verified across the range of work within the class of HRW (e.g. five years as a forklift operator for company xyz)
2. current operational experience across the range of work within the class of HRW of at least 35 hours within the previous two years that can be verified (e.g. operated a forklift for 40 hours as part of a return to industry scheme at company 123). See attachment 1 for an example of range of work.

Evidence of this experience can be provided in documents such as:

- letters from employer/s or other businesses on company letterhead for whom the applicant has performed the relevant HRW. Letters must be dated and signed (note: letters must be on an employer's contract agency's letterhead and contain contact details of the signatory of the letter and must include a detailed description of the specific tasks performed in all the types of work within the class of HRW, specific type of plant/equipment used, dates of employment and duration of work tasks).
- work diaries or logbooks created by the applicant at the time of performing the relevant HRW (note: the log book or diary must be of an appropriate standard that includes your name and address, name and address of each employer, a description of the work performed, the date you performed this work, the type of equipment you operated or used and your supervisor's name and signature for each day you did the work).

Note:

- Original signed statutory declarations are required when providing evidence on your own behalf, for a family member, business partner or any other relationship where there may be a conflict of interest. If there are attachments to be read with the statutory declaration they need to be mentioned, explained, and identified in the statutory declaration. Certified copies of attachments must be provided.
- You need to provide evidence of experience while holding the relevant HRW licence or other authorisation. Other authorisation may include an authority to perform the class of HRW work in the Australian Defence Force or the mining industry.
- If you are currently authorised as a HRW assessor in another state or territory, you do not need to provide evidence of experience.

Encompassing licences

Where an applicant holds an encompassing licence (for example, an advanced rigging licence which encompasses the competencies for dogging, basic rigging and intermediate rigging licences) and the applicant seeks to assess in an encompassed licence, evidence of relevant industry and operation experience of at least six months in the encompassed licence should generally be demonstrated.

For example, an applicant applies to assess for the intermediate rigging licence as well as for the advanced rigging licence. The applicant should demonstrate the following:

- at least six months industry and operational experience in performing intermediate rigging work (i.e. performing rigging work associated with erecting hoists, cranes, conveyors, dredges or excavators, tilt slabs, and performing demolition work and dual lifts (intermediate rigger))
- at least two years industry and operational experience in performing advanced rigging work (i.e. performing rigging work associated with erecting gin poles and shearlegs, flying foxes and cable ways, guyed derricks and structures, or suspended scaffolds and fabricated hung scaffolds (advanced rigging)).

Advanced scaffolding and rigging licences

Work in these classes includes rigging or scaffolding work with suspended scaffolding (swing stage) as detailed in Schedule 3 of the *WHS Regulation 2011*. The *Scaffolding Code of Practice 2009* states that installers of the swing stage scaffolding must be a holder of an advanced rigger or advanced scaffolder certificate.

Applicants who hold a HRW licence for Advanced Scaffolding (SA), or Advanced Rigging (RA) that was issued prior to 1 July 2012, should note that the VET course at that time did not include the installers of swing stage unit of competency. Therefore, applicants with HRW licences issued prior to 1 July 2012 need to supply a copy of their suspended scaffolders installer's certificate, or evidence of verification of competency (VOC) under the current unit of competency for SA or RA.

Industry and operational experience

Please supply evidence that can be verified by a referee to support your claims, such as letters from employers on an employer's letterhead, or a subcontractor agency's letterhead, dated, signed, and containing direct contact details of the signatory. For each class you wish to apply for, the evidence should specify:

- dates of operation (month and year)
- hours of operation
- types of plant used or operated for the performance of work (make, model, capacity)
- nature of the activity performed. The details of the duties/tasks performed should reflect elements of work within the class of work in Schedule 3 of the *WHS Regulation* – see attachment 1.

Please note: Evidence of two years industry experience cannot be provided from a training environment. Evidence of at least 35 hours of operational experience within the last two years can be from a training environment.

For example a letter from a relevant company (on their letterhead) must include:

- *details of employment as a forklift driver*
- *details of employment from December 2016 to March 2019*
- *details of plant operated as Linde forklift H35T. 3.51 capacity*
- *details of the duties performed while operating the forklift such as:*
 - *pre-start checks*
 - *moved pallets around warehouse*
 - *loaded/unloaded trucks.*

3.5 Conditions of accreditation

Assessors are required under the *WHS Regulation* to comply with these conditions. Failure by an assessor to carry out assessments in accordance with these conditions is an offence and may result in suspension or cancellation of their accreditation. Assessors must therefore be familiar with the conditions and understand the requirements before conducting assessments or undertaking assessment administrative requirements. If you do not understand any aspect of the conditions, you must contact Licensing and Advisory Services by email WHSQlicensing@oir.qld.gov.au or by telephone on 1300 362 128 for clarification.

Have you signed a copy of the *Conditions of accreditation as an assessor for high risk work classes* and enclosed the signed copy with this application?

No Yes

3.6–3.11 Probity questions

In making its decision on granting accreditation WHSQ may have regard to any relevant matter including:

- Whether the applicant has been found guilty of any offence under the *WHS Act* or the *WHS Regulation* or under the *WHS law* of another state or territory or the Commonwealth.
- Whether any equivalent accreditation held by the applicant under the *WHS Act* or the *WHS Regulation* or under the *WHS law* of another state or territory or the Commonwealth has been refused or cancelled or suspended.
- Whether the applicant has entered into any enforceable undertaking (an alternative to court action) under the *WHS Act* or under the *WHS law* of another state or territory or the Commonwealth.
- The applicant's compliance record with respect to any matters arising under the *WHS Act* or the *WHS Regulation* or the *WHS law* of another state or territory or the Commonwealth. In respect to the applicant's compliance record WHSQ will consider the following in making a decision:
 - current and previous suspension, cancellation or disqualification of a previous refusal of an accreditation by any *WHS regulator*
 - history of compliance with any condition on the accreditation and/or any requirement to improve or modify performance and
 - improvement and prohibition notices that have been issued; and

- Whether the applicant holds a current equivalent accreditation under the WHS law of another state or territory or the Commonwealth.
- Whether the applicant is disqualified under a corresponding WHS law of another state or territory or the Commonwealth from holding an equivalent accreditation or authorisation.

3.6 Have you ever been found guilty of an offence under the WHS Act or the WHS Regulation or under the WHS legislation of another state or territory or the Commonwealth?

No Yes (If yes, provide details)

3.7 Have you ever entered into an enforceable undertaking under the WHS Act or the WHS law of another state or territory or the Commonwealth?

No Yes (If yes, provide details)

3.8 Has a prohibition notice, improvement notice or infringement notice ever been issued against you under the WHS Act or the WHS Regulation or the WHS law of another state or territory or the Commonwealth?

No Yes (If yes, provide details)

3.9 Has your accreditation as an assessor for any class of HRW ever been cancelled or suspended by WHSQ or by the WHS regulator in another state or territory or the Commonwealth?

No Yes (If yes, provide details)

3.10 Are you currently disqualified, or have you ever been disqualified in the past from holding accreditation as an assessor for any class of HRW by WHSQ or by the WHS regulator in another state or territory or the Commonwealth?

No Yes (If yes, provide details)

3.11 Have you ever had an application for accreditation as an assessor for HRW refused by WHSQ or by the WHS regulator in another state or territory or the Commonwealth?

No Yes (If yes, provide details)

4. Declaration by applicant

- It is an offence under the WHS Act to provide false or misleading information when applying for accreditation as an assessor.
- Section 271 of the WHS Act permits the release of information by the regulator that is necessary for the recognition of authorisations under a corresponding WHS law or that is required for the exercise of a power or function under a corresponding WHS law. The release of your contact details on the WHSQ website will enable your details as an accredited assessor to be made available to RTOs.
- Make sure you read and understand the declaration before you sign.

I declare that:

The information supplied in this application is true and correct to the best of my knowledge.

None of the information supplied by me in this application or in any other documents attached to or submitted in support of this application is false or misleading.

In making this application I have not failed to provide any material information relating to the matters addressed above.

I acknowledge that it is an offence under the WHS Act to provide false and misleading information in this application or any documents submitted in support of this application.

I have read and understood the *Conditions of accreditation as an assessor of high risk work classes* and agree and undertake to always abide by them in the conduct of assessments of applicants for HRW licence under the WHS Regulation.

I consent to WHSQ making enquiries and exchanging information with WHS regulators in other states, territories or the Commonwealth regarding any matter relevant to this application.

I understand the details of my accreditation will be published by WHSQ.

I agree to my contact details being included in the published information. No Yes

Applicant signature		Date
First name	Surname	

5. Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed non-refundable application fee must be included. Failure to do so will delay the processing of your application. The relevant fee is specified online and is not subject to GST. View the list of fees at worksafe.qld.gov.au/oir-fees.

Please tick this box if you want a receipt sent to you.

Address to send the receipt (if different from address stated in section 2):

Unit number	street number	street name		
Suburb/ locality		State	Postcode	

I have enclosed a cheque or money order (cheques should be made out to Office of Industrial Relations)

or

I wish to pay by credit card, please call me on

6. Returning the form

Scan and email:

WHSQLicensing@oir.qld.gov.au

Post:

Licensing and Advisory Services
Workplace Health and Safety Queensland
PO Box 820
Lutwyche QLD 4030

Attachment 1

For example:

If you are applying to be an assessor for intermediate rigging you must show 35 hours of experience in the last two years which covers the range of work of intermediate rigging.

Schedule 3 of the WHS Regulation specifies the work involved in each class of high risk work.

This means in detailing your total of 35 hours of experience across the elements in this class of work you should be able to generally demonstrate practical rigging experience for each of the following areas (by log book entries, letters from employers or work contracts):

- practical rigging experience involving the use of hoists with jibs and self-climbing hoists
- practical rigging experience involving cranes, conveyors, dredges and excavators
- practical rigging experience involving tilt slabs
- practical rigging experience involving demolition of structures or plant
- practical rigging experience involving dual lifts.

Attachment 2 – Training and assessment credentialing

Date	Training and assessment credentials
Prior to 1st April 2019	One of the following credentials: TAE40110 Certificate IV in Training and Assessment. or Credential: TAE40116 Certificate IV in Training and Assessment or its successor or A diploma or higher level qualification in adult education.
From 1 April 2019	One of the following credentials: TAE40116 Certificate IV in Training and Assessment or its successor or Credential: TAE40110 Certificate IV in Training and Assessment, and one of the following: TAELLN411 Address adult language, literacy and numeracy skills or its successor or TAELLN401A Address adult language, literacy and numeracy skills and one of the following: TAEASS502 Design and develop assessment tools or its successor or TAEASS502A Design and develop assessment tools or TAEASS502B Design and develop assessment tools. or A diploma or higher level qualification in adult education.

Privacy Notice

The Queensland Government is collecting your personal information under section 116 of the *Work Health and Safety Regulation 2011* in order to process your application for accreditation as an assessor for high risk work classes or application for an additional class on an existing accreditation. Section 271 of the *Work Health and Safety Act 2011* permits the release of information by the regulator that is necessary for the recognition of authorisations under a corresponding WHS law or which is required for the exercise of a power or function under a corresponding WHS law. The release of your contact details on the WHSQ website will enable your details as an accredited assessor to be made available to RTOs and other persons, such as employers and members of the public who wish to check your accreditation status.

It is the usual practice to disclose this information to the applicable Commonwealth, state or territory health and safety regulator/s in order to obtain information relevant to making a decision on your application.

This Privacy Notice is made in accordance with the *Information Privacy Act 2009* (Information Privacy Principle 2).